

ATD Sacramento Board Meeting Minutes

Meeting Details Date: Tuesday, August 25, 2020
Time: 5:30pm to 7:00pm
Location: Online (<https://zoom.us/j/627830042>)
Facilitator: TS Hamilton

Attendees The following individuals are in attendance:

Name (Role)	Attended?
TS Hamilton (President)	Present
Erin Castleberry (Virtual Assistant)	Present
Matt Clark (Programs)	Present
Alexa Dimengo (Membership)	Absent
Lori Carlson (Finance)	Present
Aldo Chavez (Communications/Marketing)	Present
Rosalind Sago (Special Programs)	Present
Desiree Aragon (OD SIG)	Absent
Ron Rowan (OD SIG)	Absent

Agenda Items The table below identifies the various agenda items:

Item
Welcome/Call to Order
VOTE #1: July Meeting Minutes
Review Action Items
Guest Speaker – Lauren Abrahamson (ATD)
Discussion: July Membership Report
Discussion: Budget Revision
Create Action Items
Adjournment

Welcome/Call to Order – 5:42 PM

Vote #1: Review and approval of July meeting minutes
Approve
Board
Meeting
Minutes

Discussion: None
 Motion: Matt Clark
 Second: Lori Carlson

Ayes	Nays
All	None

Review of Action Items – July Meeting

Item	Who?	What?	Notes
1	TS	Check with Lori re: Aug 4 retreat date/time	Complete
2	Alexa	Continued development of ideas for new member orientation	In progress
3	Alexa	Go through resources from chapter success event re: engaging new members and increasing power member ratio	In progress
4	Erin	Forward Matt email re: group registration for Katrina events	Complete
5	TS	Investigate how we could offer a recording for purchase on WA	Not complete
6	Alexa	Work with Erin re: adding consultant directory to website	Not complete

Review of Action Items – August Board Retreat

Item	Who?	What?	Notes
1	TS	Reach out to each Board member re: succession planning and ALC	Complete – need to check Bylaws
2	Matt	Finalize fall networking mixer specifics	Ongoing – Oct mixer w/ CNLP
3	TS	Work on website updating/re-design	Ongoing
4	TS/Erin	Finalize ALC registration for Board	Complete
5	Aldo	Put out informal survey re: year-end event timing	Complete
6	Roz	Try job opportunity announcement at 8/20 Katrina event	Will do at next event

Guest Speaker – Lauren Abrahamson (ATD)

- Discussion on how ATD can support our chapter.
- Lauren will send info on resources for planning our virtual conference.
- Lauren will send resources on boosting power membership.

Discussion: August Membership Report (TS for Alexa)

- 210 members; 152 active; 4 new members this month; Alexa has reached out to all overdue renewals; 30% PM ratio.
- September 14-18 is ATD Member Week – we will be sending out promos for 10% off discount on membership.
- New member onboarding – discussion on not just doing walkthrough of website, but something more engaging with a personal touch; perhaps walk through of the various aspects of membership (Board member participation).
- Reached out to DC chapter on assistance with getting the consultant directory set up.

Discussion: Budget Revision (Lori)

- Current budget is not in alignment at all with actuals; Lori recommends a budget amendment. Discussion on revising budget via email by September 15.
- Audit – TS to follow-up with Sarah re: independent audit history.

Open Discussion (Board)**Special Events (Roz)**

- Event has been confirmed as an all-virtual event. Discussion on target date – early to mid-March is Board’s preference. Still working on schedule (full or half days or combo).
- Katrina event – new dates for Katrina events are confirmed; was waiting to “go live” until group registration from waiting list is confirmed – Board advised to move forward with posting event.

President’s Update (TS)

- QuestionPro subscription is due – Lori will renew via credit card.
- Working on an MOU with CPSHR/Data Creative – advertising for them, discounts for our members to attend their events, revenue sharing for us. Discussion on ensuring no competition with our events. Subject content of events likely to be tech training. Discussion on exploring possibility of them providing exclusive events for our members or Board members. Discussion on exploring possible sponsorship for conference.

Adjournment – 7:05 PM**Action Items**

The following items have been established as action items for follow-up:

Item	Who?	What?	By When?
1	Alexa	Go through resources from chapter success event re: engaging new members and increasing power member ratio	Sept 29
2	TS	Investigate how we could offer a recording for purchase on WA	Sept 29
3	TS	Check Bylaws for info on repeated terms for Board members	Sept 29
4	Roz	Try job opportunity announcement at 9/2 Katrina event	Sept 2
5	Lori	Circulate proposed budget amendment to Board	Sept 15
6	TS	Follow-up with Sarah re: history of independent audit of financials	Sept 29
7	Erin	Open registration for new Katrina dates 9/8 and 9/15-17	ASAP
8	Lori	Renew QuestionPro subscription with credit card	ASAP